



OFFICE OF RETIREMENT SERVICES

Serving the Customers of the Judges, Public School Employees,

State Employees, and State Police Retirement Systems

PO Box 30171, Lansing, MI 48909-7671 www.michigan.gov/ors

Telephone: 517-322-5103 Outside Lansing: 800-381-5111

State Employees' Application for University Service Credit

Applicant: Complete Section I, then send to the university address found on the back of this form.

University Official: Please complete all of Section II. If you have the information to complete Section III, please do so, and return the form to ORS at the above address. If you are unable to complete Section III, please forward the form to the university's retirement system office.

Retirement System Official: Please complete Section III and return to ORS at the above address.

SECTION I: Applicant Information

NAME (LAST, FIRST, M.I.)	SOCIAL SECURITY NUMBER	TELEPHONE ()
ADDRESS	CITY, STATE, ZIP	
PREVIOUS NAMES USED DURING STATE EMPLOYMENT, IF ANY		

SECTION II: University Employment Information

NAME OF UNIVERSITY			APPLICANT'S LAST JOB TITLE	
LIST EACH CALENDAR YR	MONTHS EMPLOYED	FULL-TIME OR PART-TIME	IF P/T LIST HRS/DAY OR DAYS/MO	ANNUAL SALARY EARNED
1.		<input type="checkbox"/> F/T <input type="checkbox"/> P/T		
2.		<input type="checkbox"/> F/T <input type="checkbox"/> P/T		
3.		<input type="checkbox"/> F/T <input type="checkbox"/> P/T		
4.		<input type="checkbox"/> F/T <input type="checkbox"/> P/T		
5.		<input type="checkbox"/> F/T <input type="checkbox"/> P/T		
6.		<input type="checkbox"/> F/T <input type="checkbox"/> P/T		
I certify that the information I have provided is true, to the best of my knowledge.				
UNIVERSITY OFFICIAL'S NAME (PLEASE PRINT)		TITLE		
SIGNATURE		TELEPHONE ()	DATE	

SECTION III: Retirement Clearance

a. Is the applicant entitled, now or in the future, to receive any benefits from your system or TIAA-CREF based on the service certified in Section II of this application? <input type="checkbox"/> YES – Date of entitlement _____ <input type="checkbox"/> NO – Reason _____		
b. Are retirement contributions still on deposit with your system? <input type="checkbox"/> YES <input type="checkbox"/> NO – Date Refunded _____		
I certify that the information I have provided is true, to the best of my knowledge.		
NAME OF RETIREMENT SYSTEM		RETIREMENT SYSTEM OFFICIAL'S NAME (PLEASE PRINT)
SIGNATURE	TELEPHONE ()	DATE

State Employees' Application for University Service Credit

WHY APPLY FOR SERVICE CREDIT?

Service credit that is purchased or granted adds to your total years of service credit and can increase your pension since it is included in the calculation of your pension amount. This credit may also help you qualify for a pension earlier than otherwise possible.

Complete information about service credit purchases and pension requirements is in the *Retirement Guidelines* booklet and on the ORS web site at www.michigan.gov/ors. If you have further questions about service credit, please contact ORS at 322-5103 in the Lansing area, or toll-free at 800-381-5111.

ELIGIBILITY REQUIREMENTS

As a State Employees' Retirement System member, you may be eligible to receive retirement credit for employment with Grand Valley State University, Michigan State University, Oakland University, Saginaw Valley State University, University of Michigan, or Wayne State University.

You must be actively employed by the state of Michigan to apply for and be granted service credit; however you do not need to be vested before you apply.

You may use university service to satisfy the vesting requirements for pension eligibility. You can earn only one year of service credit in a calendar year, so you cannot receive credit for any university service you earned while also working full time for the state of Michigan.

To get credit for your university service, you must give up all rights to any other pension or annuity benefits, including TIAA-CREF, that may be credited based on this service.

COST

If you began working for one of the above universities **after July 1, 1974**, there is no charge for the service credit.

If you worked for one of the universities **before July 1, 1974**, you may receive credit for your service by paying the contributions you would have made to the retirement system if you had been a State Employees' Retirement System member, plus interest. The contributions are based on the wages you earned while employed by the university.

ORS will determine the cost of your credit and send you a billing statement. You are not required to pay it unless you want credit for this service. If so, you must make payment before you retire or leave state employment.

UNIVERSITY EMPLOYMENT INFORMATION ADDRESSES

Applicant: Complete Section I on the reverse, then send this form to your former employer at the address shown below.

Human Resource Office
Grand Valley State University
140 Lake Michigan Hall
Allendale, MI 49401

Staff Benefits Office
Michigan State University
1407 S. Harrison Rd., Suite 140A
East Lansing, MI 48824-5287

Benefits Office
Oakland University
142 N. Foundation Hall
Rochester, MI 48309

Benefits Coordinator
Saginaw Valley State University
7400 Bay Rd.
University Center, MI 48710

Payroll Office
University of Michigan
Room G395 Wolverine Tower
3003 S. State Street
Ann Arbor, MI 48109-1279

Personnel Processing and Records
Wayne State University
5700 Cass Ave., Suite 3638
Detroit, MI 48202